



CALIFORNIA DEPARTMENT OF
Mental Health

**Vacaville Psychiatric Program
and
Salinas Valley Psychiatric Program**

Employment opportunities as a Medical Technical Assistant (Psychiatric) in a Psychiatric Facility



What is a Medical Technical Assistant (Psychiatric)?

A Medical Technical Assistant (Psychiatric) [MTA (P)] is a Registered Nurse (RN), Licensed Vocational Nurse (LVN) or a Licensed Psychiatric Technician (LPT) who is also a peace officer with the California Department of Mental Health in the Vacaville or Salinas Valley Psychiatric Program. MTA (P) peace officer responsibilities include supervision of inmate/patients and maintaining safety/security of the facility. A MTA (P) is an active member of the treatment team providing psychiatric and/or medical care as needed. A MTA (P) position with the California Department of Mental Health offers an individual the opportunity for growth, different challenges and a feeling of accomplishment.

How Do I Become A MTA (P)?

To be hired as a MTA (P) you must first compete in a civil service exam which consists of a supplemental application weighted 100%. To apply for the exam, submit an application packet, which includes a state application (Std 678) and a MTA (P) supplemental application.

A complete packet may be obtained by calling (707) 449-6514, (831) 678-5667 or (916) 654-2351.

Please mail the complete application packet to:

Vacaville Psychiatric Program

P.O. Box 2297
Vacaville, CA 95696-2297
Attn: Exam Unit

OR

Salinas Valley Psychiatric Program

31625 Highway 101
Soledad, CA 93960
Attn: Exam Unit

Upon receipt of your completed application packet, the information will be reviewed to determine if you meet the qualifications. If you meet the qualifications, the supplemental application will be scored.

If you are successful in the exam, you will be contacted to proceed to the next phase of the hiring process. You must pass each phase before advancing to the next step. After the exam, the next phases in the hiring process are:

- Physical Abilities Test
- Vision Test
- Background Investigation
- Pre-employment Medical Exam (including a drug screening test)
- Psychiatric Evaluation

For more information regarding MTA (P) positions with the California Department of Mental Health, visit our website at www.dmh.ca.gov or Contact:

Deborah Johnson-White, Senior MTA (P) at (707) 449-6571
(Vacaville Psychiatric Program)

Emmanuel Pascua, Nursing Coordinator at (831) 678-5667
(Salinas Valley Psychiatric Program)

or

Marilyn Chenault, Departmental Recruitment Coordinator
at (916) 651-8146 (Sacramento Headquarters).

What does a Medical Technical Assistant (Psychiatric) do?

A MTA (P) has a variety of duties, which may vary from day to day. In the course of a day a MTA (P) may:

- Assist medical staff in practical nursing procedures
- Administer medications and monitor use and effects
- Prepare documentation as required
- Monitor inmates/patients in group sessions
- Respond to the scene of a disturbance or emergency
- Restrain inmates/patients
- Search for contraband
- Control the movement of inmates/patients
- Prepare inmates/patients for transfer
- Other duties as assigned



What are the Requirements of a Medical Technical Assistant (Psychiatric)?

To be eligible to compete in the MTA (P) examination, you must meet the following minimum qualifications:

- Graduation from high school, passing the General Educational Development test indicating high school graduation level, passing the High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; **AND**

EITHER I

- Possession of a valid license from the State of California to practice as a Registered Nurse (RN), Licensed Vocational Nurse (LVN), or a Licensed Psychiatric Technician (LPT);

Note: Persons within six months of completing their academic training as a RN, LVN, or LPT may apply, but must obtain the license prior to appointment.

OR II

- Twelve months experience rendering patient care while on active duty in the medical corps of any of the armed forces.

Note: Persons qualifying under this pattern must be eligible at time of appointment for licensure as a RN, LVN or LPT and must obtain a license within six months of appointment.

Peace Officer Status:

In order to be appointed as a Peace Officer you must:

- Have no felony convictions.
- Be a United States citizen or permanent resident alien who is eligible for and has applied for United States Citizenship.
- Have a history of law-abiding behavior.



"Working as a MTA (P) in the Department of Mental Health has enhanced my knowledge and skills in psychiatric nursing."



"We are committed to excellent patient care through teamwork."



"I am pleased to have the opportunity to work as a Supervisor in the Department of Mental Health."

What kind of training does a Medical Technical Assistant (Psychiatric) complete?

The California Department of Mental Health offers in-service training on an on-going basis in all areas of psychiatric nursing and medical emergencies as well as custody procedures.

Academy

Under the provisions of Penal Code Section 832, candidates receiving assignments as a MTA (P) must successfully complete a two-week training course at the California Department of Corrections Academy to obtain permanent status in this class. The course consists of instructions in laws of arrest, search and seizure, firearms and chemical agents.



On-the-Job Training

Each successful graduate from the Academy will participate in a two-year training program. This program combines on-the-job training with required course work taught at the institution.

Pay and Benefits

The California Department of Mental Health's pay for Medical Technical Assistant (Psychiatric) [MTA (P)] is very competitive in today's medical field. The monthly salary for a full time MTA (P) begins at \$3,289 and tops out at \$4,574.

A MTA (P) receives health, dental and vision benefits. A MTA (P) also earns vacation leave, sick leave and holiday credits and may be eligible for housing stipends, longevity pay, special educational pay and/or physical fitness incentive pay. Upon permanent employment to the MTA (P) position, individuals are enrolled in the Public Employees Retirement System (PERS) and become members of the State Peace Officer/Firefighter retirement category.

Where are the facilities located?

The California Department of Mental Health's [Vacaville Psychiatric Program*](#) is located in the city of Vacaville, approximately 35 miles West of Sacramento, California.



The California Department of Mental Health [Salinas Valley Psychiatric Program*](#) is located 3 miles from Soledad, California and 20 miles south of Salinas, California.

* The actual location of the Vacaville and Salinas facilities are within the perimeters of the California Department of Corrections State Prisons.

Promotional Opportunities

Promotions from the **MTA (P) classification** typically follow this pattern:

California Department of Mental Health:

Medical Technical Assistant (P) (entry level)
Senior Medical Technical Assistant (P)
Program Assistant
Program Director
Executive Director

For detailed information on these classifications (including minimum qualifications and salary) visit the DMH website at www.dmh.ca.gov or the State Personnel Board website at www.spb.ca.gov. State employees can also transfer or promote to the following civil service job classifications within the **California Department of Corrections**:

Other Peace Officer series include:

Health Program Coordinator
Correctional Sergeant
Correctional Lieutenant
Correctional Captain

Counseling

Correctional Counselor I
Correctional Counselor II
Correctional Counselor III

Parole

Parole Agent I
Parole Agent II
Parole Agent III

Managerial

Associate Warden
Chief Deputy Warden
Parole Administrator I
Parole Administrator II
Regional Parole Administrator

Overview of the Department of Mental Health

The California Department of Mental Health (DMH) has a \$2.9 billion public mental health budget, approximately 8,500 employees and provides services in the following four areas:

- System leadership for state and local county mental health departments.
- System oversight, evaluation and monitoring.
- Administration of federal funds.
- Operates four state hospitals: Atascadero, Metropolitan, Napa, and Patton; in addition to an acute/intermediate care psychiatric program at the California Medical Facility at Vacaville (Vacaville Psychiatric Program), and an intermediate care psychiatric program in Soledad, California (Salinas Valley Psychiatric Program). Opening in 2005 – Coalinga State Hospital (a psychiatric treatment facility) in Coalinga, California.



The Department of Mental Health is an equal opportunity employer.